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School Literary Materials

Purpose

1. This policy this policy provides direction to Alberta Classical Academy (ACA) administrators, teachers, librarians, parents, students, and community members with a direct connection to the school regarding:

    a. the management, selection, and availability of school literary materials in Alberta Classical Academy libraries and classroom collections;

    b. the process by which such materials are reviewed, made available, or removed in accordance with Ministerial Order 034/2025 and the Alberta Classical Academy's Foundational Statements; and

    c. the communication of available literary materials to students, parents, and the public.

Principles

2. The word shapes both intellect and character. ACA's libraries and classroom collections should therefore contain the best of human thought, imagination, and expression—works that ennoble the soul, challenge and refine the mind, and enchant the imagination, while remaining age-appropriate and affirming of the dignity of the human person.

3. Through careful selection and curation of school literary materials, ACA ensures that students encounter texts that contribute to their intellectual and moral formation, support the curriculum, and reflect the standards of excellence central to a classical education.

Definitions

4. In this policy,

    "book collections" refers to library and classroom collections of curated literary works.

    "classroom collection" means a teacher's collection of literary materials, including books, magazines, anthologies, manuals, textbooks, encyclopaedias, or other literary or graphic materials, whether in physical or electronic form, that are selected, curated or managed by the teacher for use by or available to students in the teacher's classroom.

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"Explicit sexual content" refers to a visual depiction of a sexual act as defined in Ministerial Order 034/2025.

"school library" means a centralized collection of literary materials including books, magazines, anthologies, manuals, textbooks, encyclopaedias, or other literary or graphic materials, whether in physical or electronic form, that are selected, curated or managed by the school's librarian or library technician.

"school literary materials," also called "literary works," means any materials, including books, magazines, anthologies, manuals, textbooks, encyclopaedias, or other literary or graphic materials, whether in physical or electronic form, that are accessible or available to students at a school.

Applicability

5. This policy applies to:

    a. school libraries;
    b. classroom collections;
    c. childcare programs operated within ACA schools;
    d. books and resources read in-class, or required in fulfilment of a course or program.

Library Standards

6. The individual books and literary materials included within ACA's collections and reading lists adhere to the following criteria. They should:

    a. reflect a high degree of cultural, literary, aesthetic, informational and/or pedagogical merit;

    b. promote wonder and insight, and should conduce to the cultivation of the essential virtues outlined in the ACA's charter;

    c. take account of students' age and maturity;

    d. not contain visual depictions of explicit sexual content.[1]

    e. reflect excellence in language, style, and theme.

[1] This does not apply to materials depicting biological functions that are not distinctly sexual in nature, such as childbirth or breastfeeding, and neither does it apply to materials that are for information or reference purposes and which are not narrative in nature, such as technical materials, anatomical diagrams, dictionaries or encyclopedias.

f. not celebrate sensationalism, vulgarity, or gratuitous depictions of suffering or vice. Works depicting, describing, or discussing violence or other mature themes such as nihilism and moral relativism must do so with intellectual purpose.

g. complement the Academy's curriculum and contribute to cultural, historical, scientific and civic literacy.

7. Heightened caution should be exercised concerning graphic novels, comic books, and abridgements of classical literary works.[2]

8. Book collections at ACA shall be curated such that they:

   a. prioritize the acquisition and display of the literary works contained in the ACA reading list, the ACA library procurement list, and those required for the delivery of the ACA curriculum;

   b. include a range of genres, including both fiction and non-fiction;

   c. include canonical works of philosophy, science, literature, biography, religion, and history of Western and other world civilizations;

   d. Include historical, scientific, philosophical and artistic literary works from the diverse time periods covered in the ACA curriculum.

Transparency

9. ACA shall make available a public catalogue of all books and resources contained in its school libraries.

   a. Where books are added or removed from circulation in the library, those changes must be reflected in the library catalogue within 60 operational days.

10. ACA shall publish its required and suggested reading lists and make these available to parents and students.

11. Parents and guardians shall have the opportunity to review contents of classroom collections. This may be accomplished in at least one of the following ways:

[2] Abridgements that are considered acceptable may include: high-quality retellings of classical stories such as the Iliad, Robin Hood, or the Epic of Gilgamesh for elementary and middle school students; high-quality retellings (for elementary-aged students) or abridgements of Shakespeare plays; abridgements of literary works of significant merit whose length or syntax render them inaccessible at certain grade levels, such as *Journey to the West*, or Plutarch's *Lives*. Abridgements that render an original work unrecognizable or that do violence to the author's literary voice, plot, or purpose should generally be avoided.

a. classroom collections are included within the school's published library catalogue, which indicates the classroom or library location of all materials;

b. teachers shall communicate the contents of the classroom collection at the outset of the school year, whether in writing or in photographic form, and at periodic intervals thereafter; or

c. teachers shall provide parents and guardians the opportunity to physically view the classroom collection during the first term of the school year, at a time to be determined by the teacher, or at another mutually agreeable time upon requested by a parent or guardian.

Review of school literary materials

2. ACA shall conduct an annual review of school literary materials to ensure the school authority complies with this policy and any other relevant ACA policies or procedures.

3. In addition to the annual review mandated by this policy, the following members of the ACA community may request that ACA review, remove, or change the access or availability of school literary materials in a particular school in accordance with the standards set out in this policy:

    a. a child or student enrolled in a school;
    b. a school employee or staff member;
    c. a parent or guardian of a student enrolled in a school;
    d. a member of a school council;
    e. a community member, as defined in the ACA Bylaws

4. Requests for a review of school literary materials shall be made in writing to the school principal. Where a request for review concerns literary materials contained in the ACA reading list, requests for review shall be directed in writing to the Superintendent.

5. Requests for a review of school literary materials must provide:

    a. The name of the person requesting the review;
    b. The literary material in question;
    c. The relevant passage(s), visual depiction(s), themes, or other content that are suspected to be in violation of this policy;
    d. The specific standard that is suspected of being violated or dishonored;

6. Both regular and requested reviews shall be conducted by a committee that includes at least one school or system administrator, one librarian or teacher with relevant subject expertise, and one Board member.

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7. A response to the request for review of school literary materials will be provided in writing within thirty (30) days. The response shall indicating whether the material will be:

    a. retained without change;
    b. retained with restricted access (e.g., available only to specific grades); or
    c. removed from circulation.

8. Where a decision of made to restrict access or to remove material from circulation, the library catalogue will be updated accordingly.

9. All reviews and resulting actions shall be documented and retained in accordance with Academy recordkeeping standards and be made available for inspection by the Minister upon request.

10. ACA will, on request by the Minister, provide to the Minister any information and reports on school literary materials.

Compliance

11. The Superintendent shall delegate responsibility to conduct an annual review of school literary materials to ensure the school authority complies with this policy and any other relevant ACA policies or procedures.

References: ACA Charter, Ministerial Order (#034/2025)

Adopted: November 26 2025